



Department of Energy

Oak Ridge Operations Office
P.O. Box 2001
200 Administration Road
Oak Ridge, TN 37831-8758

November 23, 1999

Executive Summary
Request for Proposals to
Manage and Direct Programs of the
Oak Ridge Institute for Science and Education
RFP No. DE-RP05-00OR22750

The Department of Energy (DOE), Oak Ridge Operations Office (ORO), plans to award a performance based, cost-plus-award fee type of contract to manage and direct programs of the Oak Ridge Institute for Science and Education (ORISE). The Request for Proposals (RFP) consists of the model contract (Sections A through J); Offeror's Representations, Certifications, and Other Statements (Section K); and the process by which proposals are to be prepared, submitted and evaluated (Sections L and M).

Proposals are not solicited from firms which are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from Federal procurement or nonprocurement programs.

Key Features of the Procurement

Scope of Work: The purpose of the resulting contract is to manage and direct programs of ORISE. ORISE is a multi-program DOE facility which has unique and distinctive capabilities in the following areas: radiation accident management and emergency preparedness; epidemiological research; science education programs; professional and technical training; independent environmental assessment and verification; and integration of scientific and technical resources through partnerships and collaborations with academia. In addition to the Contractor providing technical and program management services to support a broad spectrum of programmatic activities, the contractor must maintain certain research, training, educational, and support facilities provided by the Government and contractor.

Qualification Criterion: Only an offeror that submits (1) a certification (Attachment M-1) that it will comply with the requirements of the “Right of First Refusal” section of the clause entitled “Workforce Transition and Management” in section H of the RFP; (2) a certification (Attachment M-2) that it will provide equivalent base pay and equivalent employee benefits in aggregate, including credit for company service with the current Contractor, to the transitioned workforce employed during the 3-year base period under the contract; and (3) a certification (Attachment M-2) that is certified by an authorized, independent actuary that the offeror’s proposed employee benefits package is equivalent in aggregate to the employee benefits package currently provided by the incumbent contractor, will be eligible for evaluation and award of the proposed contract.

Transition Period: A number of contract requirements are specified to facilitate a smooth transition of Oak Ridge Associated Universities (ORAU) employees offered the “right of first refusal” to the selected contractor and for the selected contractor to assume full responsibility of the scope of work. This transition period is not to exceed two months. The offeror’s plan for transition of the work and the workforce from the beginning of the transition period until assumption of contract responsibilities will be evaluated in accordance with subcriterion 1d. No fee will be payable for the transition period of performance.

Period of Performance: The awarded contract shall consist of a transition period, not to exceed two months; a 3-year base period of performance; and an option period consisting of two years.

Preproposal Conference and Site Tour: A preproposal conference is planned for 8:30 a.m. on December 7, 1999. It will be held at the American Museum of Science and Energy in Oak Ridge, Tennessee. In order for questions to be addressed in the preproposal conference, they should be submitted by 4:00 p.m. on November 30, 1999. Please complete the Preproposal Conference and Site Tour Registration Sheet and return to Beverly Harness no later than November 30, 1999.

Questions related to the RFP: Questions related to the RFP should be submitted in writing to Beverly Harness, at the aforementioned address, via electronic mail to oriseseb@oro.doe.gov, or by facsimile to 865-241-2620. Questions should identify the specific section or clause of the RFP to which they apply. Questions will be answered in writing with copies of both the questions and the answers, without reference to the originating sources, being supplied in an amendment to this solicitation. This amendment and all other information regarding the RFP as well as other information relating to the overall procurement effort will be provided on the Internet at the Oak Ridge Operations Office, Procurement and Contracts Division home page under URL address: http://www.oakridge.doe.gov/procurement/DE_RP05_00OR22750.htm. It will be the responsibility of the offeror to routinely examine the specified home page for any amendments that may be issued on this solicitation.

Reference Documents: For your perusal, several reference documents related to this proposed effort have been placed in the DOE/ORO Public Reading Room located at Building 1916-T2, 230 Warehouse Road, Suite 300, Oak Ridge, TN 37830. Other documents may be accessed through the Internet posted on this solicitation's URL address:

http://www.oakridge.doe.gov/procurement/DE_RP05_00OR22750.htm.

Intention to Propose: Please complete and return the enclosed Intention to Propose form at the earliest possible date. It is recommended that the offeror print this form out prior to completing. This form may be found in Section L, clause ORO L190, of this solicitation with respective instructions.

Proposal Due Date: Proposals are due by 4:00 p.m. (local prevailing time) on January 4, 2000. Late proposals, modifications, and withdrawals will be treated in accordance with FAR 52.215-1, "Instructions to Offerors—Competitive Acquisition," provision located in Section L.

Oral Presentations: Oral presentations are anticipated to begin mid- to late-January 2000. The contracting officer will notify offerors of the scheduled date and time of their presentation within one week of the receipt of offers. Any presenters or attendees who are non-U.S. citizens from sensitive countries must submit the form entitled "Notification of Foreign Visitor" (see Attachment L-6) no later than December 7, 1999. Non-U.S. citizens from nonsensitive countries must submit the form no later than December 16, 1999.

Contract Award: Since it is the Government's intention to evaluate proposals and award a contract without negotiations, each initial proposal should contain the offeror's best terms from a cost, fee, and technical standpoint. However, the Government reserves the right to conduct negotiations if it later determines that negotiations are necessary. The contract is expected to be awarded in mid-March 2000.